



KING COUNTY
FISCAL SPECIALIST II
DEPARTMENT OF TRANSPORTATION/ROAD SERVICES DIVISION
Hourly Rate Range \$15.72 - \$19.92
Job Announcement 04MD4320
OPEN: 5/31/04 CLOSE: 6/7/04

WHO MAY APPLY: This position is open only to **King County regular career service employees** who are members of Teamsters, Local 117, Administrative Support Unit.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Road Services Division, ATTN: MD, 201 S. Jackson St., MS KSC-TR-0313, Seattle, WA 98104** Applications materials must be received by 4:00 p.m. on the closing date. Questions regarding this position should contact 296-6509. **PLEASE NOTE:** Applications and incomplete applications not received at the location specified above will not be processed. Facsimile and email materials will not be accepted. (Postmarks are NOT ACCEPTED)

FORMS AND MATERIALS REQUIRED: (a) A [King County Application form](#); (b) resume; (c) cover letter describing how you meet or exceed the required knowledge, skills, and abilities; and (d) names and phone numbers of current and a minimum of 3 former supervisors going back five (5) years.

SELECTION PROCESS: Those candidates meeting the required knowledge, skills, and abilities as listed below will be invited for an interview and tested in the areas of accounting and payroll support services and software application use and be interviewed by a panel.

WORK LOCATION: 201 S. Jackson Street, King Street Center, downtown Seattle

WORK SCHEDULE: This position is a nonexempt position under the Fair Labor Standards Act, and is overtime eligible. The workweek normally is Monday through Friday/ 8 hr day, 40 hr week. Mandatory overtime may be required of this position.

PRIMARY JOB DUTIES INCLUDE: This position supports the Roads Finance Unit to all sections of the Road Services Division in addition to supporting the Roads Payroll Program that provides services to the Roads, Airport, and Fleet Administration Divisions. Duties and responsibilities include:

FINANCE UNIT SUPPORT (50% of the time)

- Labor distribution specialist for King Street Center staff. Batch and enter labor and equipment/vehicle information into PWLA system. Analyze edit reports and make corrections. Maintain the labor sheet database and records. Follow-up on missing labor sheets. Respond to audit requests.
- Assist in the Division grant billing process by preparing supporting documentation for eligible expenditures.
- Maintains the Labor Distribution and Puget Sound Energy databases. Produces routine and special reports for management.
- Filing of accounting documents and reports.
- Accounting document pick-up and delivery.
- Internal mail distribution for the Finance Unit.
- Compiles data for Division audit responses.
- Provide backup services for the Division's Accounts Payable processes.
- Assist with year end financial processes and closeout.
- Special projects as assigned.

PAYROLL SUPPORT (50% of the time)

- Assist in preparing, processing, coding, maintaining, and verifying accuracy of payroll, benefit and personnel documents, and personnel files.
- Assist in maintaining payroll and personnel databases.
- Maintain accurate and detailed records of personnel and payroll actions in personnel files.
- Use spreadsheet and word processing software to analyze and calculate payroll data, create correspondence, develop forms, etc.
- Assist with gathering, summarizing, analyzing payroll/personnel data for special payroll projects, or as requested.
- Payroll document pick-up and delivery.
- Provide backup services for the Division's Payroll processes.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of procedures, policies, rules and practices affecting the accounting and payroll systems
- Knowledge of general office principles and practices
- Proficient in the use of Microsoft Word, Excel, and Access
- Knowledge of accounting and payroll procedures and mathematics
- Knowledge and skill in the use of proper English grammar and spelling
- Skill in research, analysis and independent thinking
- Customer service skills – in person and via telephone (discretion, patience, etiquette, professionalism)
- Skill in the operation of standard office equipment that may include typewriter, personal computer, photocopier, fax machines, 10-key machine by punch, and multi-line telephone
- Proficient keyboarding skills
- Skill in following oral and written instructions
- Skill in following through on assignments as directed
- Skill in maintaining confidentiality of sensitive matters
- Skill in taking initiative
- Ability to perform cost/project accounting
- Ability to communicate effectively, both in writing and verbally, in English with all levels of organization
- Ability to work collaboratively with customers, peers, supervisors, and other agencies
- Ability to work independently and in a team environment
- Ability to work under supervision in a matrix organization environment
- Ability to effectively work on multiple tasks in a high pressure/short deadline environment
- Ability to effectively manage time, coordinate multiple tasks, meet deadlines
- Ability to effectively plan, organize, prioritize work and problem-solve on a daily basis
- Ability to maintain high degree of confidentiality of sensitive financial and personnel matters.
- Ability to accurately maintain filing systems.
- Ability to have predictable and reliable attendance.
- Ability to work under moderate supervision.
- Ability to travel throughout downtown Seattle transporting documents up to 25 lbs.
- Ability to lift up to 25 lbs.

UNION MEMBERSHIP: Positions in this classification are represented by Teamsters, Local 117, Administrative Support Unit.

CLASS CODE: 8379